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Delinquency Case Plan – July 1, 2008 Implementation
Frequently Asked Questions
Updated July 25, 2008

- 1) Does the parent have to sign these? Where do they sign?

Yes, the parent/guardian/custodian should sign the Case Plan under “I.”
Acknowledgement/Agreement of all Parties. If the parent is not available to sign, the Probation Officer or their supervisor should sign on behalf of the parent.

- 2) Does probation prepare Delinquency Case Plans for all youth in placement or only those placed after July 1, 2008?

Probation should prepare a Delinquency Case Plan for all youth placed in DCS paid placements after July 1, 2008. As review hearings occur, if youth remain in placement, a Delinquency Case Plan should be prepared at that time.

- 3) Does Probation need to complete these case plans if only services are being recommended (no placement)?

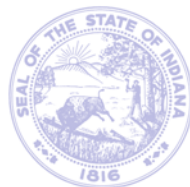
No, at this time, DCS only requires the Delinquency Case Plans for those youth that are placed. Probation Staff should consult further with the Court to make sure all requested Court procedures are being followed.

- 4) How long do I need to wait before placing the child awaiting DCS concurrence?

At this time, concurrence of DCS is not needed for the placement. Additional requirements will be put into effect on January 1, 2009.

- 5) Do I need to send a copy of the Delinquency Case Plan to the Local Office Director?

No, at this time, the procedure indicates that the Case Plan is to be sent to DCS Central Office. It is not necessary to send a copy of this plan to the local office, unless it is required by that local office. A copy of all case plans should be maintained in the child/youth's case record.



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- 6) Do we still need to complete IV-E eligibility information for local offices including a Case Plan?

Yes, IV-E eligibility information should still be completed for youth who are placed. Please provide requested additional paperwork to the local office if they require it (this may include a copy of the Case Plan). A copy of all of the eligibility information including verifications should be maintained in the child/youth's case record.

- 7) What about youth receiving Independent Living Services? Do we still complete the IL Case Plan?

The Delinquency Case Plan includes all of the elements required for IL services for those youth that are placed. If the youth is not placed, but still receiving IL voluntary services, then the IL case plan should be completed per established procedures.

- 8) Do we need permission from Director Payne for Out of State placements at this time?

No, the statutory provision for this permission takes effect January 1, 2009.

- 9) Do we do a new Delinquency Case Plan if we move a youth from one DCS paid placement to another?

Yes, a new case plan would need to be completed.

- 10) Under Section E; Rehabilitative Services Recommended – does that mean financial participation by the parent or services related to counseling etc.?

This section refers to programs such as counseling, parenting classes etc. that the parents have been recommended or ordered to complete.

- 11) Do we need to send a copy of the Pre-disposition Report to DCS Central Office with the Delinquency Case Plan?

No, at this time it is not necessary unless your local office requires it. There may be related additional requirements as of January 1, 2009.

- 12) Is there a minimum number of days that the youth needs to be in placement before a Delinquency Case Plan is required?

There is no “minimum” number of days required. If the youth spends time in a DCS paid placement, a Delinquency Case Plan needs to be completed.

- 13) What does the “date of Child’s First Placement” mean on the Case Plan?

This is the first day the delinquent youth is in a DCS paid placement under the current cause number. This would not be a detention setting.

- 14) When do I need to obtain the required court order language so a placed can potentially be IV-E eligible?

When the child is first removed from their home regardless of the placement setting (detention or DCS foster care paid placement), it is critical to obtain the required court language documenting Reasonable Efforts to prevent removal and Contrary to the Welfare of the child / in the child's best interest to be removed from the home and placement and care. If not obtained at the point of removing the child from the home, the child cannot be IV-E eligible.

- 15) Is it sufficient to obtain the required court order language while the child remains in their own home?

No, to be IV-E eligible, the required language must be obtained when the child is actually removed from their home. Court order language obtained prior to that date would not be considered.

- 16) What role does the Local Coordinating Committee play in this process?

This procedure does not impact the LCC.

Updated September 8, 2008

- 17) We anticipate eventually submitting all delinquency case plans to you electronically via e-mail, and if so, do we need to send you a paper Copy of plan with parent (s) signature, legal guardian signature, P.O. signature, etc? (Or are these signatures just required for court file copy?)

You do not need to send the paper copy of the plan with signatures after you send the electronic one. But please make sure a signed copy is in the Probation case file.

- 18) We had a question of DCS definition for "OUT OF HOME PLACEMENT", AND is it a state or federal (or both) requirement to file a delinquency Case plan? This question was triggered by officer comment that either state or federal considers placement from one parent to another parent or stepparent as an "out of home" placement.....which requires a delinquency case plan.

The delinquency case plan requirement was adopted in Indiana Statute during the 2008 legislative session. There is a case plan requirement under federal statute when a child is IV-E eligible and is receiving IV-E eligible placement services. Placement from one parent to another parent would not be considered an out of home placement since a per diem would not be paid.

- 19) Is a delinquency case plan necessary/required for :
- a) Placement of 3 days or less (emergency)?
 - b) Placement of 30 days or less?
 - c) Placement of 60 days or less?

Note: These questions were raised due to understanding that statute gives court (caseworker, p.o.) 60 days to file delinquency plan.

A delinquency case plan is required any time the child is placed in an out of home DCS paid placement, regardless of the number of days. Many emergency placements in psychiatric facilities are Medicaid reimbursed, so a case plan would not be required. Any other placement, regardless of the number of days, would be required with the plan being due 60 days from the placement date, even if the child has returned home prior to the 60 day limit.

- 20) Date of Child's first placement – Are you looking for the date a child was first placed if multiple placement, or just the current placement?

This is question 13 under the old question and answer: This is the first day the delinquent youth is in a DCS paid placement under the current cause number. This would not be a detention setting. Example: child is removed and placed in detention, then placed in a DCS paid residential placement, then placed in a foster home. The DCS paid residential placement would be the first placement. All of the placements including the detention setting will need to be entered in ICWIS, but for the purposes of the case plan, the first DCS paid placement is what would populate that field.

- 21) Date of Dispositional Decree – Are you looking for the disposition/sentencing date when the court ordered child placed?

YES.

- 22) Individuals consulted to develop case plan – besides parent/guardian, foster parent and/or someone from placement, would we also include the assigned probation officer and everyone else involved in the decision for placement?

YES.

- 23) A) Has written approval of the DCS Director or Directors designee been received? I am guessing this question has been put in place when we have to get approval as of 1/1/09?

Correct

B) Until that date and time, would we answer “No”?

Correct

- 24) A) Estimated time for permanency plan?

To make this clear and if we can we will re-word it to ‘Estimated Date to Achieve Permanency Plan’.

B) Are you asking for the date that child will be released from placement?

We are asking for the approximate time when you think that the child will be returned home, guardianship achieved for example – what ever the permanency plan.

- 25) Date of Permanency plan court hearing – Is this the date of the next review hearing or is there a different date they are looking for? This seems to be more of a question geared for CHINS cases.

Yes, we are looking for the date of the next review hearing in which the permanency plan of the child should be discussed along with other matters.

- 26) Regarding school information, I am assuming that we need to include the school child will attend while in placement, rather than the school prior to placement?

The school the child will attend or does attend.